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OCT 2 1952

MEMORANDUM FOR: Assistant Director (Personnel) ✓
Personnel Director
Comptroller
Chief, Organization & Methods Service

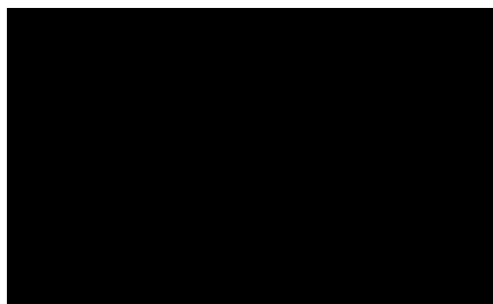
FROM: Recorder, Efficiency Awards Committee

SUBJECT: Meeting of Efficiency Awards Committee

1. The Efficiency Awards Committee will meet on Friday, 3 October 1952, at 2:30 P. M. in Room 115, North Building.

2. For initial Committee consideration there are nine employee suggestions:

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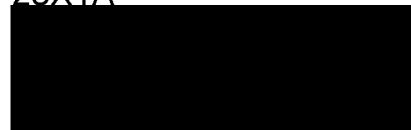


These suggestions, together with the evaluations prepared for each, are summarized in Tabs 1 through 9 accompanying this memorandum.

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3. The suggestion of [redacted] Finance Office, on which the Committee ✓ deferred action pending development of information regarding savings is included for Committee decision (Tab 10).

FOR THE CHAIRMAN, EFFICIENCY AWARDS COMMITTEE

25X1A



Attachment

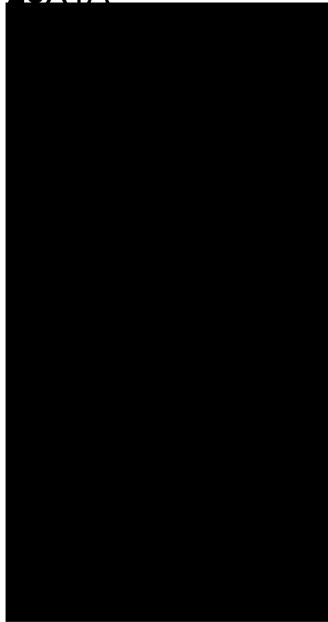
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SUGGESTIONS

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- TAB 1
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E. Estimated Savings:

The estimated savings are as follows:

	<u>Hours</u>	<u>Estimated Savings</u>
1,500,000 envelopes at \$1.78 per thousand		\$2670.00
Press time saved by not running envelopes @ \$2.18 per hour - - - hours saved	600	1308.00
Press time saved by running 1½ million 10 x 14 (2 UP) instead of 3,000,000 9 x 11 (1 UP) @ \$2.18 per hour - - - hours saved	480	1046.00
Collating, stuffing, sealing time saved @ \$1.50 per hour	<u>2160</u>	<u>3240.00</u>
Total	3240	\$8264.00

F. Evaluation:

The suggestion was referred to Technical Presentation Branch of the Administrative Staff for consideration of the technical aspects. The Chief, Admin Division/TSS in a memorandum of evaluation to the Committee states that". . .The Technical Presentation Branch exercises control over the size of the instruction sheets in that various instruction sheets differ in the amount of copy and art lay-out prepared by T. P. B. . . The Graphic Arts Reproduction Division, on the basis of their technical know-how was asked to pass on the estimated savings. . . Graphic Arts Reproduction Division reports that the savings both in time and money, to the Agency, would be at least as great as those pointed out in the suggestion. . . In summary TSS believes this is an excellent suggestion, particularly as to the substitution of stapling in lieu of envelopes. . . ."

The Chief, Printing and Reproduction Division has informed the Committee Secretary that the estimated savings are valid based upon the above statement relative to the report from the Graphic Arts Reproduction Division that 'savings would be at least as great as those pointed out in the suggestion' and further investigation of this suggestion resulted in above estimated savings. The suggestor originally based his estimate on a figure of 450,000 copies. However, on 19 May 1953 [REDACTED] of TSS informed the Printing & Reproduction Division that there will be 55 more projects this year

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(ranging from 10,000 to 250,000) which could total 1,500,000 instructions. No estimate has been included as to the intangible benefits which may occur as a result of the suggestion in terms of additional work that can be absorbed by Printing & Reproduction Division or improvements in operations with the greatly increased speed of delivery of instructions, etc.

G. Note:

The Scale of Awards found in Paragraph 6 3a(1) of Regulation indicates a cash award of \$245.00 based upon estimated savings of \$8264.00. A Certificate of Award is also recommended.

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25X1A

A. Information about the Suggestor:

25X1A

Chief, Budget Section, NEA Division/OPC

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B. Summary of Suggestion:

That PPD seek approval from the Department of the Army to inspect personnel records on enlisted CIC Agents personnel who have completed their college education, army basic training, CIC Agent training, completed a tour of duty in a combat or occupation zone and been demobilized or are about to be demobilized.

C. Present Method:

25X1A

Chief, PPD in evaluating this suggestion states that PPD has "for more than a year been actively recruiting through the Department of the Army among the various CIC Detachments in the United States."

D. Proposed Method:

25X1A The proposed method does not differ materially from the method presently utilized as outlined by [REDACTED] in his evaluation report.

E. Savings Estimated:

25X1A

[REDACTED] states "no estimate of savings with respect to this matter can be made by the writer. the adoption of this suggestion may result in some savings, less time, travel and effort on the part of PPD. No estimate by the writer can be made in the matter." [REDACTED] further states that the suggestion would result in "increased efficiency in personnel procurement and result in a saving to the Federal Government in taking advantage of certain skills acquired by the potential employee at government expense."

25X1A

F. Evaluation:

Chief, PPD has prepared the following comments:

a. See present method above.

b. "Our primary effort has been directed toward recruiting Reserve CIC personnel or Reserve CIC personnel on active duty who are being phased out of the military.

c. We have also recruited with some success in the CIC Agent's Association, which is a quasi-official alumni group that has supplied us with cases for exploitation in the interest of I & SO particularly.

d. In view of the above, I do not feel that this suggestion is of sufficient originality to merit more than a hearty vote of thanks from our staff."

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A. Information about the Suggestor:

25X1A

[REDACTED], Industrial Register/OCD, GS-5.

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B. Summary of Suggestion:

Employ a card folder with accordion ends for grouping the various abstract cards pertaining to a particular industrial establishment.

C. Present Method:

The usual practice of the Register was to use a rubber band to hold together the various abstracts (5" x 8") pertaining to a particular industrial establishment. It was necessary to have some method of grouping the cards so that they could be quickly and easily removed from the card drawers by industrial establishment. However, the rubber bands dried out and cards became scattered. The bands caused tears and disfigurement to the cards and had other disadvantages.

D. Proposed Method:

Employ a card folder with accordion ends to hold together the various abstracts pertaining to a particular industrial establishment.

E. Savings Estimated:

On the basis of one minute per hour per individual handling abstracts and 80 such individuals there is a saving of 2,000 hours each year. This, on the basis of an average wage of \$2 per person so engaged is \$4,000. The purchase cost of 30,000 cards at \$27 per thousand is \$810 making a net saving of \$3,190. The suggestor estimates that this net saving of \$3,190 has been about the same for each full year since the folder was put in use. (The suggestion was recommended for permanent adoption in September 1949.)

F. Evaluation:

Organization and Methods Service has prepared the following comments:

"Investigation of the employee suggestion for use of the accordion folder verifies the statement contained in attached memorandum dated 13 August 1952. Suggestion was:

- (1) Submitted in writing by employee on 21 October 1948.
- (2) Approved by Management with modification that the folder should be open end type.
- (3) Implemented on trial basis.
- (4) Recommended for permanent adoption by the Chief, Index Branch, Industrial Register, 13 September 1949.
- (5) Endorsed by the Chief, Industrial Register, 20 September 1949. The folder is still in use in the Industrial Register and operating satisfactorily.

This Office recommends that this suggestion is deserving of a meritorious award."

Of M. office subsequently modified its report to state its concurrence with the estimated savings stated in [REDACTED] suggestion D/C.

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Employee Suggestion - 25X1A

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A. Information about the Suggestor:

25X1A

Materials, Ferrous Metals & Minerals Division/ORR,
GS-12.

B. Summary of Suggestion:

Revise form #38-7, Security Check Sheet, to include under the first column, Date, the numbers 1-31.

C. Present Method:

At the present time, "on the first day of each month, one stenographer in each section, branch, division, and office in CIA types the days of the month on a Security Check Sheet, one of which is placed on the top of each locked file cabinet and safe in the organization. There must be thousands of safe files not only in the organization but throughout all the agencies of the government which store classified information, for which a Security Check Sheet must be typed each month."

D. Proposed Method:

Under the proposed method the check sheet would be prepared with the numbers 1-31 thus eliminating the necessity of writing out the days of the month whenever these safes are opened or closed.

E. Savings Estimated:

No estimate of the monetary saving was presented by the suggestor. Although [redacted] states that the suggestion would act as a "time saver for CIA's stenographic help"

F. Evaluation:

Chief, Organization & Methods Service has prepared the following comments:

"I have no objection to this idea but I really do not think it would save much time. Actually, I think the quickest way is for the person who opens the safe to write in the date and the time he opens it."

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A. Information about the Suggestor:

25X1A

OCD, Machine Division, Office of the Chief, GS-4.

B. Summary of the Suggestion:

Type on the reverse side of the tissues used for carbon copies in preparing memoranda or letters of more than one page in length.



C. Present Method:

At the present time only one side of the tissues is used in typing up carbon copies.

D. Proposed Method:

Whenever letters or memoranda more than one page in length are prepared, "Instead of using fresh tissue paper for the second page, however, merely, reverse the tissues so that you are typing on the back of the tissues used for the first page."

E. Estimated Savings:

The suggestor states that, "In any Government Agency usually from six to ten carbon copies are necessary for each letter and therefore on all letters running two pages or more the savings would be noticeable Perhaps most important of all, this method is time saving for the typist Incidentally, not only are time, motions, and space saved, but the secretary will not have second pages lost in the files."

F. Evaluation:

The Organization & Methods Service has prepared the following evaluation:

1. The subject suggestion may have merit in individual cases where special filing and volume problems exist. However, the following points militate against the adoption of this practice on an Agency-wide basis:

a. Reverse copy on onion tissue is more difficult to read than when typed on one side only. Those suffering from sub-standard vision would find it extremely painful to wade through a considerable volume of this sort of copy.

b. Erasures are difficult to make.

c. Only the original could be photocopied.

d. The present lack of standardization regarding the binding of correspondence would make either top binding or side binding systems obsolete.

e. The bulk of correspondence cost involves expenses other than paper and any savings would be microscopic in character.

f. It has been my observation that those who have tried this system previously elsewhere have soon discarded it as being impractical.

2. Disapproval of this suggestion is recommended."

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A. Information about the Suggestor:

25X1A
[REDACTED]

NEA/OPC

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B. Summary of Suggestion:

Install a pneumatic tube system in temporary buildings I, J, K, and L.

C. Present Method:

"The recent transfers of divisions located in buildings I, J, K, and L to new room locations has tended to result in a considerable loss of operational time. for example, personnel of NEA Division, must spend many hours a week traveling back and forth on official business to Finance Division Communication and liaison between other units of CIA in these four buildings involves the same inefficiency to a slightly less degree.

D. Proposed Method:

That a system of independent vacuum pneumatic tubes be installed in these four buildings. These tubes would be placed along the north wall of the continuous corridor joining the buildings. The first tube opening would be opposite Wing 7, L Building, and the debouchment at Wing 1 of I Building. All wings between these two points would be served by auxiliary openings.

E. Savings Estimated:

The suggestor made no estimate of monetary savings, although he states, "it is believed that the enormous saving in man-hours, the increased efficiency gained by allowing personnel to work at their desks without countless interruptions, the relieving of congested and insecure conditions in the hallways, and the reduction of unnecessary visits to individuals, would far outweigh the disadvantage of cost of installation."

F. Evaluation:

Colonel Edwards, Security Officer, CIA, states that:

1. "the principle of transmitting material by pneumatic tube has merit and is sound from a security viewpoint provided:

- a. the tubes are located entirely within buildings I, J, K, L;
- b. controls at the openings and the outlets are properly set up;
- c. document controls are developed in connection with this type of transmission.

2. it should definitely be considered in the plans of the new building, if the device proves feasible."

The Chief, Records Management and Distribution Branch, Office of General Services has prepared the following comments:

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"It is our opinion that the installation should not be made for the following reasons:

a. The local representative of a company supplying this type of equipment has made an inspection of the referred buildings and has submitted estimates for two types of installation in two tube sizes. The installation costs range from a minimum of \$10,366 to a maximum of \$31,400. In the opinion of the evaluator only the \$31,400 installation would meet our minimum requirements with respect to service, capacity, and security. The complete cost would be several thousand dollars more for necessary electrical equipment, wiring, cutting, patching, painting, and additional carriers.

b. The initial cost would not be offset by any monetary savings through reduction in courier or messenger personnel. representatives of this Office did not feel that the tube system would reduce the number of messengers required

c. Much of the material to be transmitted through the tube system of this type would consist of file folders and a representative of the SO/PC Office stated that they would not be willing to bend for insertion in the carriers. Carriers for transmitting file folder size material is obtainable but the cost of the system increase greatly with any increase in tube size.

d. ".... the system would undoubtedly expedite the inter change of intra-building correspondence to some extent. However, it is felt that this limited increase to the service would not justify such a considerable expenditure on these temporary buildings.

e. "Of course, a pneumatic tube system should be considered in making any plans for a new Agency building."

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A. Information about the Suggestor:

25X1A

, Receptionist, GS-4, Inspection and Security Office.

B. Summary of Suggestion:

Appointment of one person in each office to conduct an organized thrift day once a month.

C. Present Method:

At the present time, no established system exists.

D. Proposed Method:

"I suggest an organized thrift day once a month--that excess supplies and tools, including used tools, not in use, be returned to the supply rooms for re-distribution. I think that appointing one person in each office, in a definitely planned drive, would materially reduce waste, as carelessness is apt to result from an overstock of supplies."

E. Savings Estimated:

The suggestor presents no monetary estimate of savings although she states, "a definitely planned drive would materially reduce waste."

F. Evaluation:

Chief, Procurement and Supply Office, has prepared the following comments concerning this suggestion:

"This Office is cognizant of the waste of supplies and a program is already in process of preparation to rectify this situation. It is requested that the employee be sent a memorandum of appreciation...."

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A. Information about the Suggestor:

25X1A

Intelligence Assistant, GS-5, OPC/Admin. Staff.

B. Summary of Suggestion:

That a simplified binder be used throughout the Agency.

C. Present Method:

Currently, the Tri Lock Binder is used which necessitates the removal of all pages above the one to be replaced. After filing the page, the removed pages are replaced and the binder is then fastened by a button located on the front of the binder.

D. Proposed Method:

With the use of the proposed binder, the addition of pages to the binder would be accomplished merely by releasing the compressing device and inserting the page in the proper place.

E. Savings Estimated:

The suggestor states that, "Adoption of a binder of this design may not yield any monetary saving and will in fact be an additional cost to procure, but increased efficiency and improved working conditions for all employees should be of prime importance."

F. Evaluation:

Chief, Organization & Methods Service, has prepared the following comments in evaluating this suggestion:

1. The cost of the proposed binder would exceed the cost of those currently used.
2. The "T" punching would require additional bindery equipment which is not practical for installation in all decentralized reproduction units where the issuances are produced.
3. The "T" type binder cannot accommodate material which is punched in any other style, which would restrict its use to only that material processed through printing supply channels.

For the reasons enumerated above, the evaluator concludes that the suggestion would not appear to be feasible or practicable.

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A. Information about the Suggestor:

25X1A

Appointment Clerk, GS-5, Personnel Office, PDC/T&R.

B. Summary of Suggestion:

That a Periodic Step Increase Calculator be used in computing PSI due dates and tabbing them in the Position Inventory.

C. Present Method:

The present method of computing PSI due dates is as follows:

PSI clerk has a chart indicating dates of the beginning of pay periods. In order to arrive at the due date for a PSI, clerk checks chart and counts twenty-six or thirty-nine pay periods depending on grade of employee in order to arrive at due date and tab number to be used for setting up next PSI due date. This method takes approximately forty-five seconds per case.

D. Proposed Method:

By using the attached PSI Calculator a PSI due date and tab number can be determined in approximately three seconds. For example, employees of grades one through ten with a salary change on 22 June 1952 are due the next PSI 21 June 1953 (as indicated in column two of the calculator). The tab number or pay period is also shown in extreme right column of calculator. Employees of grades GS-11 and above who are due PSI's every thirty-nine pay periods can also be calculated by the same method. For example, an employee in this category with a last pay change on 22 June 1952 is due the next PSI 20 December 1953 or the 26th pay period of that year as shown in column two and four respectively on the calculator.

E. Savings Estimated:

Chief, Transaction & Records Branch, PDC, has prepared the following comments in evaluating this suggestion:

"This suggestion has been put into operation by the Periodic Step Increase Clerk and the Position Inventory Clerks of PDC. I have also discussed the method with [redacted] of PDO and arranged for [redacted] to demonstrate the use of this calculator to the PDO Periodic Step Increase Clerk [redacted] saw this calculator in operation and requested that if possible he be sent one. [redacted] said that this calculator will also save them time since they process their own Periodic Step Increases."

Chief, Personnel Division (Covert), through whom this suggestion was transmitted adds the following comments:

"This suggestion we feel deserves consideration for a meritorious step-increase or an Agency cash award."

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Chief, Transactions & Records, PDO, to whom the suggestion was sent for evaluation has prepared the following comments:

"Based on an actual work experiment it is estimated that a time savings of 35 seconds can be effected per action (and) based on an anticipated workload of 4200 actions per calendar year, it is estimated that a savings of 41 man hours and \$61.24 can be effected. In addition, an intangible savings would be effected since the use of a PSI Calculator would reduce the margin or error."

It is the opinion of the Evaluator that it would be "advantageous for this Agency to officially adopt the PSI calculator."

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A. Information about the Suggestor:

25X1A

[REDACTED], Chief, Payroll Branch, Fiscal Division, Office of Comptroller.

B. Summary of Suggestion:

That a single combination form be used to replace the two forms SF No. 1130 (Time and Attendance Report) and SF No. 1126 (Payroll Change Slip, pad type). Also, that IBM equipment be used for partially preparing the proposed combination form, in lieu of inserting and posting information by typewriter or other means.

C. Previous Method:

For each pay period a SF 1130 was prepared for each CIA employee as a certification of time and attendance for the period reported on. Whenever, the pay status of an employee reflected a change over his previous "normal" pay (due to periodic step increase, pay adjustment, overtime, etc.) it was necessary to prepare a SF 1126. This latter form was prepared by transcribing from the SF 1130 (Time and Attendance Report). Varied estimates have been made as to the number of Forms 1126 prepared. The suggestor stated that "a survey in the Payroll Branch reveals that 60.2 per cent changes occur each pay period." The Comptroller reports that a later survey showed that 81.8 per cent of the Forms 1130 prepared resulted in the need to prepare Forms 1126.

D. Suggested Method:

Through the use of a combined form there is eliminated the duplication whereby Time and Attendance Clerks in the operating offices prepare SF 1130, subsequently transcribed by personnel of the payroll units to SF 1126. Additionally, the new combined form can be pre-printed by IBM to include such data as the following for each employee: name, reporting unit, pay period, hours worked each day and total for the pay period. Such pre-printing eliminates the typing or other writing of this information on these forms by personnel in the operating offices as well as in the payroll units.

E. Previous Committee Action:

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The Committee has at several previous meetings considered [REDACTED] suggestion. Adoption of the suggestion was endorsed; a decision regarding award to be recommended to DCI was withheld until sufficient facts could be developed from actual experience with the new system.

F. Evaluation:

Copy of memorandum from the Comptroller, dated 18 August 1952, is attached.

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TO: Recorder, Efficiency Awards Committee

DATE: 18 August 1952

FROM: Comptroller

SUBJECT: Suggestion Initiated by [REDACTED]

25X1A

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1. Reference is made to your memorandum of 21 July 1952, attached, under the above subject.

2. Pursuant to your request, information is furnished under sub-items as follows:

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a. Extent to which [REDACTED] suggestion has been put into operation:

25X1A

All of the suggestions by [REDACTED] in his memorandum of 21 May 1952, including those for application with IBM equipment, have been adopted. With the adoption of this basic form, and the pre-printing of it by machine methods, to include all the pertinent data applicable to each employee, it has become a labor and money saving device of tremendous value not only in the Fiscal Division but throughout the Agency, and the basic vehicle by which the excellent progress to date in the mechanization of the payroll procedure has been accomplished.

b. Amount of annual savings which may reasonably be expected to result from use of the suggestion:

25X9

(1) There has been an increase of approximately 2,000 employees paid on the overt payroll during the last year, and they now total nearly [REDACTED]. It is believed, therefore, that the saving estimated a year ago to be realized, in the Payroll Branch of the Fiscal Division and in other segments of the Agency, through the adoption of [REDACTED] suggestion and the discontinuance of the use of separate Standard Forms No. 1130, Time and Attendance Report, and No. 1126, Payroll Change Slip, should now be revised upward.

25X1A

(2) Under the old procedure it would now be necessary to prepare, upon receipt of all Standard Forms No. 1130, a Standard Form No. 1126 in duplicate, by using a carbon insert, for each of 81.8% (the percentage of 1126's prepared a year ago) of the present number of employees to be paid. To prepare a Standard Form 1126 for each employee it was necessary to transcribe thereon information sought from the Standard Form 1130 and the employee's Individual Earnings Record. It is estimated that in this operation

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a payroll clerk could transcribe to, and compute, no more than 20 1126's per hour; all clerks consuming 1170 man days per year, at an average salary of \$14.08 per day, which would amount to \$16,500 per year, and which would not include the cost of the time spent by auditors performing a repetitive operation. In contrast thereto, with the combination new form and its adaptability to machine methods, it is estimated that a payroll clerk can process 60 forms per hour at a cost of 1/3 of the above \$16,500, or \$5,500. There is a net saving, therefore, of \$11,000 per year in the Fiscal Division in this operation.

(3) In addition to the foregoing there has been a further saving in all the segments of the Agency as a result of pre-printing the Time and Attendance Report section of the new form. With the use of the old Standard Form No. 1130, Time and Attendance Report, it would be necessary for Time and Attendance Clerks throughout the Agency to prepare with typewriter, or otherwise, [REDACTED] such forms each pay period to show the employee's name, reporting unit, payroll period and the hours worked each day and the total for the pay period. It is estimated that a Time and Attendance Clerk could prepare no more than 30 1130's per hour; all clerks consuming [REDACTED] man days per year, at an average salary of at least \$ [REDACTED] per day, which would amount to \$14,000 per year. In contrast thereto, these forms can now be pre-printed by machine methods with one operator at the rate of [REDACTED] per day or [REDACTED] per year which at the same rate of [REDACTED] per year; and, even to add machine rental, it does not cost more than \$1000 per year. There is, therefore, a saving of \$13,000 per year in other segments of the Agency in this improved operation.

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(4) It is accordingly estimated, in summarizing, that the overall savings resulting from [REDACTED] suggestion might be conservatively valued at \$24,000 per year.

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E. R. SAUNDERS

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MEMORANDUM FOR: Deputy Director (Administration)

OCT 9 1952

SUBJECT : Employee Awards for Suggestions

1. There is attached a memorandum from the Efficiency Awards Committee recommending your approval of awards for three employee suggestions. A monetary award is recommended for each of the three suggestors.

2. In addition, our procedures provide that a "Certificate of Award" signed by the Director of Central Intelligence be forwarded to each suggestor. Accordingly, if you approve the Committee's recommendations with respect to these three suggestions, the accompanying certificate forms prepared for these persons should be forwarded to the Director of Central Intelligence for signature.

25X1A

W. H. H. MORRIS, JR.

Assistant Director (Personnel)

Attachments:

- 1 - Memo for approval
- 3 - Certificate of Award

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Recommended Awards for Meritorious Suggestions OCT 9 1952

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Friday, 3 October 1952. Members present were:

25X1A	W.H.H. Morris, Jr.	- Chairman
	[REDACTED]	- (for Comptroller)
	Wilfred L. Peel	- Chief, Organization and Methods Service
25X1A	George E. Meloon	- Personnel Director
	[REDACTED]	- Recorder

2. The Committee voted favorable action on the following recommendations:

A. 25X1A [REDACTED]

Clerk, GS-5
Industrial Register Division
Office of Collection and Dissemination

(1) Suggestion: Employ a card folder with accordion ends for grouping abstract cards pertaining to a particular industrial establishment instead of holding such cards together with rubber bands; such rubber bands eventually dry out and the cards become scattered. In addition, the bands caused tears and disfigurements to the cards.

This suggestion has been put into effect in the Industrial Register since September 1949, and net annual savings have amounted to approximately \$3,190.

(2) Award Recommended:

(a) Cash award of \$100.00.

(b) Certificate of Award.

(3) Authority: CIA Regulation 25X1A [REDACTED] Paragraph C (1) and (3)

B. 25X1A [REDACTED]

Chief, Payroll Branch, Fiscal Division, GS-9
Office of Comptroller

(1) Suggestion: SF No. 1130 (Time and Attendance Report) and SF No. 1126 (Payroll Change Slip) should be combined to eliminate duplication involved in separate preparation of these forms. Also, IBM equipment

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should be used for partially preparing the combination form, instead of inserting and posting information by typewriter or other means.

All parts of the suggestion made by [REDACTED] 25X1A have been in operation for several months. On the basis of current experience, it is expected that annual savings of \$24,000 will be realized from these new procedures.

(2) Award Recommended:

(a) Cash Award of \$325.00.

(b) Certificate of Award.

(3) Authority: CIA Regulation [REDACTED] 25X1A Paragraph C (1) and (3).

C. [REDACTED] 25X1A
Appointment Clerk, GS-5
Personnel Division (Covert)
Personnel Office

(1) Suggestion: For computing eligibility dates upon which employees are due for periodic step increases, use a special calculator device. The device proposed by the suggestor eliminates all mental and manual calculation and provides instead for a speedy mechanical determination.

The Calculator has been put in use in Personnel Division (Covert) and has resulted in faster, more accurate processing. It is being adopted also in Personnel Division (Overt). Although, exact monetary savings cannot be estimated, it is believed that annually these will amount to at least \$300.00. In addition, there will be reduced the present margin of error.

(2) Award Recommended:

(a) One step in-grade salary increase.

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] 25X1A Paragraph E (1) (a) and Paragraph C (3)

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3. The Committee recommends your approval of the awards proposed in the foregoing paragraph.

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W.H.H. Morris, Jr.

Chairman, Efficiency Awards Committee

Approved:

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WALTER REID WOLF

Deputy Director (Administration)

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MEMORANDUM FOR: Deputy Director (Administration)

OCT 9 1952

SUBJECT : Employee Awards for Suggestions

1. There is attached a memorandum from the Efficiency Awards Committee recommending your approval of awards for three employee suggestions. A monetary award is recommended for each of the three suggestors.

2. In addition, our procedures provide that a "Certificate of Award" signed by the Director of Central Intelligence be forwarded to each suggestor. Accordingly, if you approve the Committee's recommendations with respect to these three suggestions, the accompanying certificate forms prepared for these persons should be forwarded to the Director of Central Intelligence for signature.

W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachments:

- 1 - Memo for approval
- 3 - Certificate of Award

OPD/DCK:sm (9Oct52)

Distribution:

- 1 - ADD/A
- 1 - AD/P
- 1 - Pers. Dir.
- ✓ 1 - EAC File
- 1 - Chrono

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MEMORANDUM FOR: Deputy Director (Administration)

OCT 9 1952

SUBJECT : Recommended Awards for Meritorious Suggestions

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Friday, 3 October 1952. Members present were:

25X1A	W.H.H. Morris, Jr. - Chairman
	[REDACTED] - (for Comptroller)
	Wilfred L. Peel - Chief, Organization and Methods Service
25X1A	George E. Maloon - Personnel Director
	[REDACTED] - Recorder

2. The Committee voted favorable action on the following recommendations:

25X1A
A. [REDACTED]

Clerk, GS-5
Industrial Register Division
Office of Collection and Dissemination

(1) Suggestion: Employ a card folder with accordion ends for grouping abstract cards pertaining to a particular industrial establishment instead of holding such cards together with rubber bands; such rubber bands eventually dry out and the cards become scattered. In addition, the bands caused tears and disfigurements to the cards.

This suggestion has been put into effect in the Industrial Register since September 1949, and net annual savings have amounted to approximately \$3,190.

(2) Award Recommended:

(a) Cash award of \$100.00.

(b) Certificate of Award.

(3) Authority: CIA Regulation 25X1A Paragraph C (1) and (3)

25X1A
B. [REDACTED]

Chief, Payroll Branch, Fiscal Division, GS-9
Office of Comptroller

(1) Suggestion: SF No. 1130 (Time and Attendance Report) and SF No. 1126 (Payroll Change Slip) should be combined to eliminate duplication involved in separate preparation of these forms. Also, IBM equipment

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should be used for partially preparing the combination form, instead of inserting and posting information by typewriter or other means.

All parts of the suggestion made by [REDACTED] 25X1A have been in operation for several months. On the basis of current experience, it is expected that annual savings of \$24,000 will be realized from these new procedures.

(2) Award Recommended:

(a) Cash Award of \$325.00.

(b) Certificate of Award.

(3) Authority: CIA Regulation [REDACTED] 25X1A Paragraph C (1) and (3).

25X1A
C. [REDACTED]

Appointment Clerk, GS-5
Personnel Division (Covert)
Personnel Office

(1) Suggestion: For computing eligibility dates upon which employees are due for periodic step increases, use a special calculator device. The device proposed by the suggestor eliminates all mental and manual calculation and provides instead for a speedy mechanical determination.

The Calculator has been put in use in Personnel Division (Covert) and has resulted in faster, more accurate processing. It is being adopted also in Personnel Division (Overt). Although, exact monetary savings cannot be estimated, it is believed that annually these will amount to at least \$300.00. In addition, there will be reduced the present margin of error.

(2) Award Recommended:

(a) One step in-grade salary increase.

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] 25X1A Paragraph E (1) (a) and Paragraph C (3)

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3. The Committee recommends your approval of the awards proposed in the foregoing paragraph.

W.H.H. Morris, Jr.
Chairman, Efficiency Awards Committee

Approved:

WALTER REID WOLF
Deputy Director (Administration)

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